



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**Date:** June 24, 2011

**Manual:** Virginia Refugee Resettlement Program Manual

### **Transmittal One**

This transmittal revises and clarifies guidance in the Virginia Refugee Resettlement Program (VRRP) Manual. The provisions included in this transmittal are effective July 1, 2011

The VRRP Manual, which was initially released on October 24, 2001, serves as the primary source of guidance for services rendered under the Virginia Refugee Resettlement Program. The manual contains an overview of the Virginia Refugee Resettlement Program, its legal basis, its administration and funding, and the populations eligible for refugee services in Virginia. The manual contains the requirements specific to:

- Refugee Cash Assistance
- Refugee Medical Assistance
- Refugee Grant Funded Employment Services
- Unaccompanied Minors Program

The revisions in this transmittal include:

- (i) Guidance issued in VDSS Broadcasts 2914, 4025, 3096, and 4790, which were effective on the dates of those Broadcasts.
- (ii) Work requirements for recipients of Refugee Cash Assistance.
- (iii) Terminology changes, removal of duplicative information, and format improvements.

This transmittal and the VRRP Manual are available on the

- Intranet through SPARK <http://spark.dss.virginia.gov/divisions/cvs/one/policy/cgi>
- Internet at <http://www.dss.virginia.gov/cvs/ons/manual.cgi>

Significant revisions to the manual are as follows:

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
Forward	Forward	Updated
Table of Contents	Table of Contents	Updated
Section I, Introduction	Chapter 1, Virginia Refugee Resettlement Program Overview	Removed outdated charts. General program information moved from other sections to Chapter 1.
Section II, The Refugee Resettlement Program	Chapter 2, Eligibility for Public Assistance	Moved general Benefit Program information from Sections II and III to new Chapter 2.
Section III, Refugee Cash Assistance	Chapter 3, Refugee Cash Assistance Program	Clarifies that there is no SSN requirement RCA eligibility and that the period of coverage begins on the 1 <sup>st</sup> day of the month in which the person applies for benefits, and that a reapplication is not required when a recipient moves to another Virginia locality. Provides new guidance for a RCA work requirement. Explains the RCA payment process.
Section IV, Refugee Medical Assistance	Chapter 4, Refugee Medical Assistance	Reorganized content; added information on case establishment and case transfer.
Section V, Refugee Social Services	Chapter 5, Refugee Social Services Employment Sub-Recipient Contractor Requirements	Applies only to sub-recipient contractors. Adds a program registration requirement and clarifies coordination requirements with TANF eligibility staff and VIEW case management staff.
Section VI, Unaccompanied Minors Program	Chapter 6, Unaccompanied Minors Program	Applies only to sub-recipient contractor providing. There are no changes to this chapter.

Remove and Destroy Page(s)	Insert Attached Page(s)	Significant Changes
<p>Appendices</p> <ul style="list-style-type: none"> <li>A. INS Documents that Establish Eligibility for VRPP</li> <li>B. Samples of Victims of Trafficking Certification Letter and Letter for Children</li> <li>C. Domestic Health Assessment Form</li> <li>D. ORR State letter #00-18</li> <li>E. Release of Information Form</li> <li>F. Guidance on When to Ask for SSN &amp; Immigration Status</li> <li>G. Contact Information for Service Providers and INS</li> <li>H. Eligibility Timeline</li> <li>I. ORR State Letter #01-27</li> </ul>	<p>Appendices</p> <ul style="list-style-type: none"> <li>A. Required Forms</li> <li>B. Provider Contact Information</li> <li>C. Unaccompanied Refugee Minor Information</li> </ul>	<p>Obsolete information removed.</p>
Glossary of Terms	Glossary of Terms	Terms revised

Direct questions about this transmittal to Penny Boyd, Refugee Program Consultant, Office of Newcomer Services, Virginia Refugee Resettlement Program at 804-726-7933 or [penny.boyd@dss.virginia.gov](mailto:penny.boyd@dss.virginia.gov)



Martin D. Brown  
Commissioner